

## State Service Plan and Commissioner Workgroups

June 11, 2010

During the Commission Strategic Planning Meeting, February 12, 2010, it was decided that the Commission transition from committees to more flexible workgroups. There will be a standing executive committee, annual workgroups for grant review and the ServeMontana Awards and three ad hoc groups. These ad hoc workgroups were defined as “Nuts & Bolts,” “The Web Future” and “Spread the Word.”

In the 2010 State Service Plan under the section “What’s Next?” there are ideas/issues that can be addressed by these ad hoc Commissioner workgroups.

These include:

- Support Governor Schweitzer’s priorities for Montana, including the Governor and First Lady Math and Science Initiative, Call to Service Campaigns, 20 x10 energy conservation initiative and Living Legacy [All Workgroups]
- Demonstrate best practices to bridge the distances [The Web Future]
- Research and implement innovative ideas and quality practices from other states [Nuts & Bolts]
- Integrate emerging technologies for program development, service outreach and Commission efficiencies (social media, e-news, flip cams, etc.) [The Web Future]
- Market to businesses, nonprofits, education and state agencies the benefits of volunteering and community service, including retirees [Spread the Word]
- Award/recognition process to celebrate achievement in community and national service [Spread the Word]
- Continue to focus on state operations to build a strong team that promotes quality and ensures accountability [Nuts & Bolts]

## Commissioner Workgroups

### Executive Committee

Standing Committee made up of the Chair and Vice Chair of the Commission. Monthly conference calls with Executive Director are now a regular event.

### Grant Review

Annual workgroup that works primarily in the fall to review AmeriCorps program grants. Commissioners will reviews RFPs, award grants, and work with staff during the grant review process.

Commission Members: John Ilgenfritz, Jack Chambers, Bob Harris, Chris Kolstad, *Sheila Rice, Laura Pflume* (Need 2 more volunteers- each Commission should be in this group once)

### ServeMontana Awards

Annual workgroup that reviews nominations and decides winners for the 2011 ServeMontana Awards to be presented at the ServeMontana Symposium February 2011. Workgroup members will also participate in award ceremony.

Commission Members: Bob Harris, LTC Scott Smith, Chris Kolstad, Jack Chambers, Doug Braun, *Laura Pflum, Sheila Rice* (Could have 2 more volunteers)

### Nuts & Bolts

This workgroup will assist with the review and updating of policy and operating procedures related to Commission operations.

Commission Members: Jackie Girard, John Ilgenfritz (Need 1-2 more volunteers for this group)

1<sup>st</sup> Task as identified by Staff: Review the staff created outline of the new Commissioner Handbook (Staff will send outline out when workgroup convenes)

**Other Possible Identified Areas:**

- Review state & federal statutes and create Commission guidelines to align with statutes
- Review Commission meeting procedures, including Robert's Rules of Order, voting, proxies, formation of ad-hoc workgroups
- Change or eliminate bylaws
- Develop new Commissioner orientation
- Update & outline expectations of Commissioners
- Review communication from staff
- Create/review operations manuals and handbooks

**The Web Future**

This workgroup will assist with optimizing technology use for improved effectiveness and efficiency of Commission and staff operations, training, communications, and to save money.

Commission Members: John Ilgenfritz, Jackie Girard, *Laura Pflum*, (Need 2 more volunteers for this group)

1<sup>st</sup> Task as identified by Staff: Review the [Technology Update](#)

**Possible Identified Areas:**

- Review assessment of technical capability and preferences (Done Spring 2010)
- Assess success of video conferencing used for June meeting
- Test/review web-based meeting technology
- Develop Commissioner training on social media & web-based meeting technology
- Develop/review online shared document space for Commissioners

**Spread the Word**

This workgroup will assist with identifying ways to promote national service and volunteerism in Montana.

Commission Members: Bob Harris, LTC Scott Smith, Kim Miske, Amy Busch, *Sheila Rice* (Needs 1 more volunteer)

1<sup>st</sup> Task as identified by staff: Review the [Commissioner Event Participation Form](#)

**Possible Identified Areas:**

- Define how Commissioners can be ambassadors for service and volunteerism
- Brainstorm opportunities for ambassador role- events, graduations, site visits, etc
- Encourage Peer-to-peer recruitment for serve events and opportunities
- Decide how to engage traditional service groups: Rotary, Kiwanis, & other "clubs"
- Emphasis all the ways to serve: volunteerism, national service, individual action
- Address stigmas and misinformation about national service
- Develop recruitment strategies
- Define the role of businesses in volunteerism and service
- Decide how to engage youth groups: 4-h, key club, student councils, etc.
- Decide how to engage churches and faith-based organizations
- Develop speaking opportunities for Commissioners at events that promote service and volunteerism
- Brainstorm how to engage 55+ volunteers